

ARKANSAS DEPARTMENT OF HUMAN SERVICES  
OFFICE OF FISCAL MANAGEMENT  
SOCIAL SERVICES BLOCK GRANT PROGRAM MANUAL  
JULY 1, 2002 AMENDMENT  
EXECUTIVE SUMMARY

The Social Services Block Grant (SSBG) Program Manual is a resource document utilized in conjunction with the SSBG Comprehensive Services Program Plan. Information includes, but is not limited to, eligibility determination; service definitions, forms; and service chapters indicating eligibility categories, national goals, program components, geographic availability and unit definitions. The proposed revisions will update the information in the Program Manual effective July 1, 2002.

**JULY 1, 2002 CHANGES TO THE SSBG PROGRAM MANUAL:**

- Section 2130 was revised to more accurately describe the functions of the Division of Developmental Disabilities Services and the Division of Youth Services.
- Section 5410, Unallowable Costs, was revised to include utilizing Social Services Block Grant funds in a manner inconsistent with the Assisted Suicide Funding Restriction Act of 1997 as an unallowable cost.
- Protective Services for Adults (Direct) was deleted as a service provided by the Office of Chief Counsel.
- Appendix C was revised to make the national goals for the following services consistent with the SSBG Comprehensive Services Program Plan: Case Management Services, Special Services for the Disabled, Transportation Services, Day Services for DD Children and Supportive Services for Children and Families.
- Appendix C was revised to make the Geographic Availability for the following services consistent with the SSBG Comprehensive Services Program Plan: Homemaker Services and Non-Residential Services for Youth.
- Appendix E was revised to be consistent with the current Catalog of Federal Domestic Assistance.

**REVISIONS ARE MARKED WITH A CHANGE BAR IN THE MARGIN ON PAGES DATED 07-01-02. ONLY THE PAGES WITH REVISIONS ARE SUBMITTED UNLESS RELEVANT INFORMATION IS INCLUDED ON THE PRECEDING OR FOLLOWING PAGE. THE ENTIRE PROGRAM MANUAL IS AVAILABLE FROM THE DEPARTMENT OF HUMAN SERVICES WEB SITE AT [http://www.accessarkansas.org/dhs/webmanuals/ssbg/ssbg\\_toc.htm](http://www.accessarkansas.org/dhs/webmanuals/ssbg/ssbg_toc.htm)**

2130      Responsibilities of Other DHS Divisions and Offices  
(Continued)

- C.    Division of County Operations: The division is responsible for the administration of the Department of Human Services' County Offices. The division provides assistance through Transitional Employment Assistance (TEA), Food Stamps, Commodity Distribution, Community Services (which includes Community Services Block Grants, Homeless, Weatherization and Low-Income Home Energy Assistance) and Emergency Food.
- D.    Division of Developmental Disabilities Services: The division is charged with development, funding, and licensing of program services for persons of all ages with a developmental disability. This includes the coordination of a continuum of services ranging from case management to residential placement. Technical assistance and program support functions are made available to all service providers. The Board of Developmental Disabilities Services operates human development centers which offer residential care to persons with developmental disabilities at six locations in the state. Community Support Services provides services to persons through case coordination activities and funding for community services through Title VI-B, Integrated Services, Act 911 and Comprehensive Adolescent Service System Program (CASSP). Funding of community based services is administered by Program Management.
- E.    Division of Mental Health Services: The division is responsible for developing comprehensive mental health programs at the community and state levels, searching for new prevention and treatment programs, and providing leadership in mental health research and training. The division assists several facilities to provide varying types of mental health services, including the State Hospital at Little Rock (for intensive care), the Arkansas Health Center (for comprehensive care), and local private non-profit community mental health centers (which provide inpatient and outpatient mental health services).
- F.    Division of Services for the Blind: The division provides services which aid blind and visually impaired persons in attaining self-sufficiency and self-support through training, counseling, and other supportive activities. The division operates programs focusing on independent living and vocational counseling. In addition, the division operates the state's blind vending facility program.
- G.    Division of Youth Services: The division provides over-all management and administration of juvenile services for adjudicated delinquents and Families in Need of Services (FINS) and certain categories of non-adjudicated youth. The Division is responsible for

2130 Responsibilities of Other DHS Divisions and Offices  
(Continued)

funding, monitoring and providing technical assistance to the Youth Services facility at Alexander which includes the serious offender program Juvenile Upward Mobility Program (JUMP, for males), to five contracted serious offender programs and to a statewide network of community-based programs. The Division also administers the Juvenile Justice and Delinquency Prevention Act formula grant funds for the development and implementation of juvenile justice education, prevention, diversion, treatment and rehabilitative programs. The Arkansas Coalition on Juvenile Justice, appointed by the Governor, provides policy direction and subgrant approval.

- H. Office of Chief Counsel: The office through its five sections of Legal Operations, County Operations, Fraud/Internal Affairs, Audit and Appeals and Hearings provides legal review and representation, fraud and internal investigations, audit functions and administrative hearings for all of DHS.

2200 Allocation Process

Prior to each state fiscal year, the Director of DHS or designee makes an allocation of SSBG funds to each of the DHS divisions and offices listed above and others (such as the Arkansas Spinal Cord Commission, Arkansas Department of Health and Arkansas Department of Education - Arkansas Rehabilitation Services). Each division and office is responsible for managing these funds and approving contracts and administrative expenditures for programs within its area of expertise.

2300 Arkansas Comprehensive Services Program Plan (Pre-Expenditure Report Application)

Federal law authorizing the SSBG requires the state to develop (with public input) and submit to the federal government, a services program plan outlining the manner in which block grant funds will be spent and the categories of persons who will be served. The Arkansas Comprehensive Services Program Plan (CSPP) is such a plan.

The CSPP is based upon the allocations made during the allocation process. Before the beginning of each state fiscal year, the Director of the DHS or designee allocates SSBG funds to each DHS division and office. Each division and office is then responsible for obligating these funds for purchase of service agreements and administrative agreements within its program area(s). Each division and office prepares a plan for estimated expenditures, service activities, eligible categories, and estimated number of

**5130**      Donation or Use of Property as Match

A public agency may donate property or the use of property to a provider to be considered as match. If title to the property is donated, the fair market value of the property may be considered as match. If the use of property or equipment is donated, the fair rental value may be considered as match. Please see the Financial Guidelines for Purchased Services for the acceptable methods of establishing fair rental or fair market value.

**5200**      Payment Limitations

The Department may not receive more than 25 percent of the total federal fiscal year SSBG funds per quarter on a cumulative basis. In order to be able to maintain payment capabilities to all providers, the Department requires that payments to individual providers be limited by quarter.

**5300**      Reimbursement Methodologies

Scheduled payments and advance payments reimbursement methodologies are not allowable under SSBG funding. Please refer to Section 3300 of the Financial Guidelines for Purchased Services for additional information.

**5400**      Exceptions/Additions

**5410**      Unallowable Costs

In addition to the unallowable costs listed in Section 7400 of the Financial Guidelines for Purchased Services, the following are unallowable under SSBG funding:

- A. The provision of cash payments for costs of subsistence or the provision of room and board (other than costs of subsistence during rehabilitation, room and board provided for a short term as an integral but subordinate part of a social service, or temporary shelter provided as a protective service);
- B. The payment of wages to any individual as a social service (other than payment of wages to welfare recipients employed in the provision of child day care services);
- C. The provision of medical care (other than family planning services, rehabilitation services or initial detoxification of an alcoholic or drug dependent individual), unless it is an integral but subordinate part of a social service for which funds may be used;
- D. Social services (except services to an alcoholic or drug dependent individual or rehabilitation services) provided in and by employees of any hospital, skilled nursing facility, intermediate care facility, or prison, to any individual living in such institution;

**5410**      Unallowable Costs  
(Continued)

- E.    The provision of any educational service which the state makes generally available to its residents without cost and without regard to income;
- F.    Any child day care service unless such service meets applicable standards of state and local law;
- G.    The provision of cash payments as a service;
- H.    The purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility;
- I.    Payment for any item or service, other than an emergency item or service, furnished by an individual or entity during the period when such individual or entity is excluded pursuant to Section 1128 or Section 1128(A) of the Social Security Act from participation in this program; or at the medical direction or on the prescription of a physician during the period when the physician is excluded based on 1128 or 1128(A) from participation in the program and when the person furnishing such item or service knew or had reason to know of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person); or
- J.    The use of SSBG funds in a manner inconsistent with the Assisted Suicide Funding Restriction Act of 1997 (42 U.S.C. 14401 et seq.)
- K.    The use of SSBG funds to match other state or federal funds.

**5420**      Client Contributions

The provider may only post suggested contribution schedules or distribute schedules to service recipients if authorized in writing by the Chief Fiscal Officer of the Department of Human Services. Approval for provider posting and distributing of such schedules will comply with Department requirements, including but not limited to the following:

- A.    No client will be coerced into making contributions;
- B.    The service provided will not be affected by whether or not the client chooses to contribute;
- C.    Any schedule authorized must be conspicuously posted at the service delivery site and will include wording clearly stating that contributions are entirely voluntary;
- D.    Whenever discussing the schedule with the clients, the provider will make every effort to ensure that the

**5420**      Client Contributions  
(Continued)

clients understand that contributions are entirely voluntary; and

- E.    The contributions must be used only to fund allowable costs incurred in providing service to additional eligible clients and/or improved or expanded services to eligible clients. Any required audit must specify both the total amount of contributions received and the expenditure of the contributions.

**5500**      **Billing Policies and Procedures**

**5510**      Billing for Absentee Clients

Billing for absentee client provisions apply only to fixed enrollment service programs for which an enrollment limitation is specified. Clients may be temporarily absent from the program because of illness or some reason connected with the plan of service. The intent of the absentee billing policy is to avoid penalizing either the client (by filling the client's slot in the program due to temporary absence) or the provider (by not allowing reimbursement for the client's slot while it is held open pending the client's return). The facility must be open and the services available before absentee billing is allowable. Programs affected by this policy include day care for children, day service centers, adult day care programs, residential facilities providing substitute care for children or youth, and supervised living services for adults.

**5511**      Daily Attendance Fixed-Enrollment Services

For programs normally operating five days a week, billing for clients who are temporarily absent continue until the client has been absent for ten (10) consecutive program days regardless of the calendar month(s) involved. Note, however, that certain programs (such as Day Care for Children) may have more restrictive policies that supersede this subsection.

**5512**      Residential Care Fixed-Enrollment Services

For residential programs operating seven (7) days a week, billings for clients who are temporarily absent may continue until the client has been absent for fourteen (14) consecutive program days regardless of the calendar month(s) involved. Note, however, that certain programs (such as Day Care for Children) may have more restrictive policies that supersede this subsection.

Absences from a residential program which are a part of the client's service plan (such as a home visit) are not counted as absences for billing purposes.

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CASE MANAGEMENT SERVICES  
SERVICE CODE 02

**02.B**      DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

Eligibility Categories

Goals

TEA Recipients  
SSI Recipients  
Income Eligibles

1. Self-Support
2. Self-Sufficiency
4. Prevention of Unnecessary  
Institutionalization

Geographic Availability

This service is available statewide.

Allowable Components (Purchase)

Case Plan Development  
Counseling, Group  
Counseling, Individual  
and Family

Follow Up  
Intake  
Supportive Activities

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HOMEMAKER SERVICES  
SERVICE CODE 13

**13.B**      DIVISION OF AGING AND ADULT SERVICES

Eligibility Categories

Goals

TEA Recipients  
SSI Recipients  
Income Eligibles

2. Self-Sufficiency
3. Prevention of Neglect,  
Abuse, or Exploitation
4. Prevention of Unnecessary  
Institutionalization

Geographic Availability

This service is available in Service Delivery Areas II and III  
(Aging and Adult Services Regions II, III, V and VI).

Allowable Components (Purchase)

Case Plan Development  
Household Tasks

Supportive Activities  
Transportation

Special Notes

This service is available to individuals sixty years or older or to the spouse of an individual who is sixty years or older and receiving services through SSBG or Title III of the Older Americans Act. The service is also available to a handicapped/disabled individual who is a dependent of and residing with an individual who is sixty years or older and receiving services through SSBG or Title III. In protective services cases (as certified by the Protective Services Unit of the Division of Aging and Adult Services), any adult will be eligible for the service.



PROTECTIVE SERVICES FOR ADULTS  
SERVICE CODE 17

**17.B**      OFFICE OF CHIEF COUNSEL

Eligibility Categories

TEA Recipients  
SSI Recipients  
Income Eligibles  
Without Regard to Income

Goals

2. Self Sufficiency
3. Prevention of Neglect,  
Abuse, or Exploitation
4. Prevention of Unnecessary  
Institutionalization
5. Appropriate Institution-  
alization

Geographic Availability

Available statewide.

Allowable Components (Direct)

Case Plan Development  
Diagnosis  
Diagnosis and Evaluation  
(Medical)  
Emergency Shelter  
Escort Services  
Follow-up  
Instruction  
Interpreter Services

Intervention  
Investigation  
Legal Activities  
Lodging  
Outreach  
Placement  
Supportive Activities  
Transportation

Special Notes

This service is for clients who are unable to act effectively on their own behalf and have no one to act for them.

An Office of Chief Counsel representative may authorize services for disabled clients who meet certain eligibility requirements.

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NON-RESIDENTIAL SERVICES FOR YOUTH  
SERVICE CODE 20

20.B DIVISION OF YOUTH SERVICES

Eligibility Categories

TEA Recipients  
SSI Recipients  
Income Eligibles  
Status Eligible

Goals

1. Self-Support
2. Self-Sufficiency
4. Prevention of Unnecessary  
Institutionalization

Geographic Availability

Available statewide. The service is delivered through programs located in Service Delivery Areas II and III.

Allowable Components (Purchase)

Casework Management: Significant communication, either directly or by correspondence, with or on behalf of a client. These communications must be in relation to the development of individualized case plans or the delivery of services based on a case plan. Services to specific individuals may include: gathering and processing social and medical information; developing an individualized case plan, including establishment of time-framed and measurable objectives; problem solving; consultation with youth and family; arrangement with other appropriate services; advocacy on behalf of the youth; supportive services; transportation; and follow-up.

Assessment  
Case Plan Development  
Counseling, Group  
Counseling, Individual  
and Family

Follow-up  
Intervention  
Investigation  
Supportive Activities  
Transportation

Therapy: Therapeutic relationship between a client and a qualified therapist (as defined by the individual's professional license in the State of Arkansas) for the purpose of accomplishing changes that are identified as goals in the treatment plan. May include individual therapy or group therapy, and consultation with the referral source as needed.

Case Plan Development  
Counseling, Group  
Counseling, Individual  
and Family  
Diagnosis  
Intervention

Supportive Activities  
Testing, Psychological  
Therapy, Group  
Therapy, Individual  
(Medical)  
Therapy, Individual  
(Non-Medical)

SPECIAL SERVICES FOR THE DISABLED  
SERVICE CODE 23

**23.B**      DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

Eligibility Categories

Goals

TEA Recipients  
SSI Recipients  
Income Eligibles

1. Self-Support
2. Self-Sufficiency  
Abuse, or Exploitation
4. Prevention of Unnecessary  
Institutionalization

Geographic Availability

Available Statewide.

Allowable Components (Purchase)

Guidance and Job Placement Meal, Group

Special Notes

Work activity center services are provided by the Division only to individuals with developmental disabilities as defined in the Glossary.

Services are available to individuals twenty-one years old or older. Individuals under twenty-one may also receive the service, but only if they have completed public school activities. This service does not take the place of public school education or services.

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TRANSPORTATION SERVICES  
SERVICE CODE 27

**27.B**      DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

Eligibility Categories

Goals

TEA Recipients

1. Self Support

SSI Recipients

2. Self-Sufficiency

Income Eligibles

4. Prevention of Unnecessary  
Institutionalization

Geographic Availability

Available statewide.

Allowable Components (Purchase)

Transportation

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DAY SERVICES FOR DD CHILDREN  
SERVICE CODE 30

**30.B**      DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

Eligibility Categories

Goals

TEA Recipients

2. Self-Sufficiency

SSI Recipients

Abuse, or Exploitation

Income Eligibles

4. Prevention of Unnecessary  
Institutionalization

Geographic Availability

Available statewide.

Allowable Components (Purchase)

Habilitation Training

Meal, Group

SUPPORTIVE SERVICES FOR CHILDREN AND FAMILIES  
SERVICE CODE 38

**38.B**      DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

Eligibility Categories

Goals

TEA Recipients  
SSI Recipients  
Income Eligibles

2. Self-Sufficiency
3. Prevention of Neglect,  
Abuse or Exploitation
4. Prevention of Unnecessary  
Institutionalization
5. Appropriate Institution-  
alization

Geographic Availability

This service is available statewide.

Allowable Components (Purchase)

Diagnosis and Evaluation (Medical)

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DEVELOPMENTALLY DISABLED SERVICES  
SERVICE CODE 46

**46.B**      DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

Eligibility Categories

TEA Recipients  
SSI Recipients  
Income Eligibles

Goals

1. Self-Support
2. Self-Sufficiency
3. Abuse or Exploitation
4. Prevention of Unnecessary Institutionalization

Geographic Availability

Services are available statewide.

Allowable Components (Purchase)

Child Day Care	Meal, Group
Emergency Shelter	Personal Care
Guidance and Job Placement	Supportive Activities
Habilitation Training	Therapy, Occupational
Integrated Support Services	Therapy, Physical
Intervention	Therapy, Speech (Non-Medical)

CATALOG OF FEDERAL  
DOMESTIC ASSISTANCE

The following is the description of the Social Services Block Grant as found in the Catalog of Federal Domestic Assistance. The catalog (CFDA) is published by the Office of Management and Budget (OMB) and the General Services Administration (GSA) and is made available through the Government Printing Office (GPO).

93.667 SOCIAL SERVICES BLOCK GRANT

(Social Services)

**FEDERAL AGENCY:** ADMINISTRATION FOR CHILDREN AND FAMILIES, DEPARTMENT OF HEALTH AND HUMAN SERVICES

**AUTHORIZATION:** Social Security Act, Title XX, as amended; Omnibus Budget Reconciliation Act of 1981, as amended, Public Law 97-35; Jobs Training Bill, Public Law 98-8; Public Law 98-473; Medicaid and Medicare Patient and Program Act of 1987; Omnibus Budget Reconciliation Act of 1987, Public Law 100-203; Family Support Act of 1988, Public Law 100-485; Omnibus Reconciliation Act of 1993 Public Law 103-66; 42 U.S.C. 1397 et seq.

**OBJECTIVES:** To enable each State to furnish social services best suited to the needs of the individuals residing in the State. Federal block grant funds may be used to provide services directed toward one of the following five goals specified in the law: (1) to prevent, reduce, or eliminate dependency; (2) to achieve or maintain self-sufficiency; (3) to prevent neglect, abuse, or exploitation of children and adults; (4) to prevent or reduce inappropriate institutional care; and (5) to secure admission or referral for institutional care when other forms of care are not appropriate. In addition, special funding was provided to some states in fiscal year 1995 and 1996 for supplemental SSBG grants in support comprehensive of community revitalization projects in 104 federally designated Empowerment Zones (EZs) and Enterprise Communities (ECs). The supplemental funding is called "EZ/EC SSBG." The States, through the designated localities, may use the EZ/EC SSBG funds for activities included in each locality's strategic plan for comprehensive revitalization and directed toward goals 1, 2 or 3 listed above. These funds will remain available until December 21, 2004. Information about this component of the SSBG is included below as appropriate.

**TYPES OF ASSISTANCE:** Formula Grants.

**USES AND USE RESTRICTIONS:** Federal funds may be used by States for the proper and efficient operation of social service programs. Except for items (1) and (4) below, for which a waiver from the Secretary may be requested, Federal funds cannot be used for the following: (1) the



**USES AND USE RESTRICTIONS:** (Continued)

purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility; (2) the provision of cash payments for costs of subsistence or the provision of room and board (other than costs of subsistence during rehabilitation, room and board provided for a short term as an integral but subordinate part of a social service, or temporary shelter provided as a protective service); (3) the payment of wages to any individual as a social service (other than payment of wages to welfare recipients employed in the provision of child day care services); (4) the provision of medical care (other than family planning services, rehabilitation services or initial detoxification of an alcoholic or drug dependent individual) unless it is an integral but subordinate part of a social service for which grants may be used; (5) social services (except services to an alcoholic or drug dependent individual or rehabilitation services) provided in and by employees of any hospital, skilled nursing facility, intermediate care facility, or prison, to any individual living in such institution; (6) the provision of any educational service which the State makes generally available to its residents without cost and without regard to their income; (7) any child day care service unless such service meets applicable standards of State and local law; (8) the provision of cash payments as a service; or (9) for payment for any item or service (other than an emergency item or service furnished by an individual or entity during the period when such individual or entity is excluded pursuant to Section 1128 or Section 1128(A) of the Social Security Act from participation in this program; or at the medical direction or on the prescription of a physician during the period when the physician is excluded based on Section 1128 or 1128(A) from participation in the program and when the person furnishing such item or service knew or had reason to know of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person). A State may transfer up to 10 percent of its allotment for any fiscal year to the preventive health and health services, alcohol and drug abuse, mental health services, maternal and child health services, and low-income home energy assistance block grants. (EZ/EC SSBG: States must allow the designated EZs and ECs to use the funds for projects included in their strategic plans. To the extent that a designated locality uses the funds for a project in support of a "Program Option" described in Section 2007 of the Social Security Act, the above listed prohibitions do not apply.)

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** The 50 States, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, and American Samoa. (EZ/EC SSBG funds to States that include areas designated in FY 1995 as federal EZs and ECs.

**Beneficiary Eligibility:** Under Title XX, each eligible jurisdiction determines the services that will be provided and the

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**Beneficiary Eligibility:** (Continued)

individuals that will be eligible to receive services. EZ/EC SSBG: The designated localities, in partnership with their States, developed strategic plans for comprehensive revitalization. Those plans guide the use of EZ/EC SSBG funds.)

**Credentials/Documentation:** Prior to expenditure of funds, the State must report on the intended use of the payments the State is to receive, including information on the types of activities to be supported and the categories or characteristics of individuals to be served. (EZ/EC SSBG: The designated localities in partnership with their States, developed strategic plans for comprehensive revitalization. Those plans guide the use of EZ/EC SSBG funds.)

**APPLICATION AND AWARD PROCESS:**

**Pre-application Coordination:** None. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Submission of a pre-expenditure report application is required. (EZ/EC SSBG: None. There are no new funds available at this time.)

**Award Procedure:** States are awarded funds quarterly. (EZ/EC SSBG: The federal government designated the EZs and ECs in fiscal year 1995. DHHS allocated the special EZ/EC SSBG funds in fiscal year 1995 and fiscal year 1996 in accordance with those designations. There are no new funds available at this time.)

**Deadlines:** None

**Range of Approval/Disapproval Time:** Not applicable.

**Appeals:** See 45 CFR, Part 16, Procedures of the Departmental Appeals Board.

**Renewals:** Not applicable.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Section 2003 of Title XX of the Social Security Act specifies how the allotments for each State and jurisdiction will be determined. Each State is entitled to payments in an amount equal to its allotment for that fiscal year. There is no matching requirement. Allotments for Title XX are subject to a limitation of \$2,800,000,000 (estimate). The allotment for the jurisdictions of Puerto Rico, Guam, the Virgin Islands, and the Northern Mariana Islands shall be an amount which bears the same ratio to the amount authorized for Title XX as the fiscal year 1981 allocation bore to \$2,900,000,000. The allotment for American Samoa shall be an amount which bears the same ratio to the amount allotted to the Northern Mariana Islands for that fiscal year as the population of American Samoa bears to the population of

**Formula and Matching Requirements** (Continued)

the Northern Mariana Islands. Each State's and the District of Columbia's allotment are proportional to its portion of the national population of the amount authorized for Title XX minus the amount authorized to the other jurisdictions. The statistical factors used for fund allocation are the State population and total U.S. population (ratio of population of all States and the District of Columbia to total population); source, "Current Population Reports," P-25, Bureau of the Census. (EZ/EC SSBG: Section 2007 of Title XX of the Social Security Act specifies the formula DHHS used to allocate the special EZ/EC SSBG funds to States for projects and programs in the EZs and ECs.)

**Length and Time Phasing of Assistance:** Grants are awarded quarterly on a fiscal year basis. The Electronic Transfer System will be used based on quarterly grant awards for monthly cash draws from Federal Reserve Banks. (EZ/ECSSBG: DHHS awarded the EZ/EC

**Length and Time Phasing of Assistance:** (Continued)

SSBG funds to States in FY 1995 and FY 1996. The States were required to obligate or otherwise make the funds available to the designated EZ or EC localities or local "lead entities" within two years of the date DHHS awarded the to the States. The funds will remain available for projects and programs in the designated localities until December 21, 2004.)

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** An annual report is required. The report shall be in such form and contain such information as the State finds necessary to provide an accurate description of such activities, to secure a complete record of the purposes for which funds were spent, and to determine the extent to which funds were spent in a manner consistent with the pre-expenditure reports required under Section 2004 of the Act. The report must include the services provided in whole or in part with block grant funds; the number of children and the number of adults receiving each service; expenditure data for both children and adults for each service; the criteria applied in determining eligibility for each service, including fees; and the method(s) by which each service was provided. States must provide DHHS with an annual report (Standard Form 269). For EZ/EC SSBG, States are also required to provide a final report at the end of the grant period. The grant period ends for EZ/EC SSBG on December 21, 2004.

**Audits:** Audits are conducted in accordance with the regulations in 45 CFR, Parts 74 and 92.

**Records:** States are required to maintain records documenting the purposes for which expenditures were made.

## **FINANCIAL INFORMATION:**

**Account Identification:** 75-1534-0-1-506.

**Obligations:** (Grants) FY 00 \$1,775,000,000; FY 01 \$1,725,000,000; and FY 02 est. \$1,700,000,000.

**Range and Average of Financial Assistance:** The range is from \$56,330 to \$207,310,764. (EZ/EC SSBG: Specific States received the following amounts of EZ/EC SSBG funds in fiscal year 1995 and 1996): States containing one or more urban EZ received \$100,000,000 for each. States containing one or more rural EZ received \$40,000,000 for each. States containing one or more urban or rural EC received \$2,947,368 for each. Where an individual EZ or EC includes areas in more than one State, each of those States received an amount in proportion to its percentage of residents in that EZ or EC.)

**PROGRAM ACCOMPLISHMENTS:** Fifty-seven grants were awarded in fiscal year 2000. It is estimated that 57 grants will be awarded in fiscal year 2001 and 57 in fiscal year 2002.

**REGULATIONS, GUIDELINES, AND LITERATURE:** 45 CFR 96. (EZ/EC SSBG: The following ten specific subsections of 45 CFR 96 apply: subsections .11, .12, .15, .30, .31, .32, .33, .50, .51, and .52. Also, 7 CFR Part 25 for rural EZs and ECs, and 24 CFR Part 597 for urban EZs and ECs.

## **INFORMATION CONTACTS:**

**Regional or Local Office:** Local Office: Not Applicable. Regional Office: Office of Community Services Regional Liaisons in the Office of the Regional Administrator.) See Appendix IV of the Catalog for Regional Offices.)

**Headquarters Office:** Director, Office of Community Services, Division of State Assistance, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-2333. Contact Margaret Washnitzer. FTS is not available.

**Web Site Address:** <http://www.acf.dhhs.gov/programs/ocs/ssbg>.

**RELATED PROGRAMS:** 93.560, Family Support Payments to States - Assistance Payments; 93.600, Head Start; 93.630, Developmental Disabilities Basic Support and Advocacy Grants; 93.044, Special Programs for the Aging-Title III, Part B-Grants for Supportive Services and Senior Centers; 93.045, Special Programs for the Aging - Title III, Part C-Nutrition Services; 93.645, Child Welfare Services-State Grants; 93-647, Social Services Research and Demonstration; 93.658, Foster Care-Title IV-E; 93.669, Child Abuse and Neglect State Grants; 93.671, Family Violence Prevention and Services/Grants for Battered Women's Shelters - Grants to States and Indian Tribes.

**EXAMPLE OF FUNDED PROJECTS:** States and other eligible jurisdictions determine their own social services programs. Examples of funded services include child day care, protective and emergency services for children and adults, homemaker and chore services, information and referral, adoption, foster care, counseling, and transportation.

**CRITERIA FOR SELECTING PROPOSALS:** All States, the District of Columbia, and the five(5) other jurisdictions will receive their share of funds if they submit a pre-expenditure report that meets the requirements. (EZ/EC SSBG: The federal government designated the EZs and ECs in fiscal year 1995 and fiscal year 1996 in accordance with those designations.)